



## Administrative Policies and Procedures: 16.55

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| <b>Subject:</b>  | <b>Post Secondary Scholarships: Educational and Training Vouchers (ETV's) and State Funded Scholarship (SFS)</b>   |
| <b>Authority:</b>  | TCA 37-5-106; Chafee Foster Care Independence Act of 1999, Higher Education Act of 1965  |
| <b>Standards:</b>  | PA-CM-7.01   |
| <b>Application:</b>  | All DCS Employees with Interdependent Living Services Responsibilities   |
| <b>Policy Statement:</b>   |  |
| DCS shall provide assistance through Chafee Educational and Training Vouchers (ETV's) toward the cost of attendance, as defined by the Higher Education Act of 1965. DCS shall also provide assistance through the State Funded Scholarship to eligible youth and young adults. This financial aid support shall complement state, federal, and privately endowed scholarships and grants. |  |
| <b>Purpose:</b>  |  |
| The purpose of these payments is to assist, motivate and enable young adults to meet and complete their post-secondary educational goals. This policy outlines the procedures for assisting eligible youth and young adults with identifying appropriate post-secondary programs; application and re-application procedures; and scholarship monitoring.                                   |  |
| <b>Procedures:</b>   |  |
| <b>A. Identifying Post-Secondary Educational Options</b>   | <ol style="list-style-type: none"><li>1. It is recommended that youth and young adults receive assistance from supportive adults in preparation for submitting applications for <b>Educational and Training Vouchers (ETVs)</b> and/or the <b>State Funded Scholarship</b>. Supportive adults include, but are not limited to, resource parents, birth parents, relatives, mentors, teachers, and DCS staff. <b>Family Service Workers (FSWs)</b> shall provide this assistance for youth and young adults in state custody or DCS Voluntary Post-Custody Services status. Assistance shall be rendered to help youth and young adults:<ol style="list-style-type: none"><li>a) Receive recommendations regarding the youth's post secondary educational options from high school guidance counselors, when applicable, to ensure the appropriateness and feasibility of program choices;</li><li>b) Obtain information about specific post secondary educational institutions that the youth may be interested in, and review such information with the youth to facilitate an informed decision;</li><li>c) Visit the post secondary programs in advance of enrollment;</li><li>d) Apply for federal and state financial aid awards by completing the Free Application for Federal Student Aid (FAFSA) annually. Also, to identify</li></ol></li></ol> |

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|  | <p>and apply for privately endowed grants and scholarships and to</p> <p>e) Determine the youth's eligibility for Vocational Rehabilitation services and the related post secondary assistance.</p> <p>2. Regional Interdependent Living (IL) Program Specialists and Education Specialists are available to provide technical assistance to FSWs and other supportive adults, and to support the completion of the tasks as outlined.</p>  |
| <b>B. Service Provisions</b>   | <p>The <b>DCS Office of Interdependent Living</b> maintains oversight of the DCS sponsored scholarships. The following services are available to eligible young adults who are pursuing their post-secondary education:</p> <ol style="list-style-type: none"> <li>1. ETV assistance is available to assist young adults with the cost of attendance as specified by the post-secondary education programs they attend. State Funded Scholarship awards are based on the needs of the student.</li> <li>2. All ETV and State Funded Scholarship awards are subject to variances based on the number of young adults who are eligible and apply, and the amount of assistance available.</li> <li>3. Other costs associated with educational program enrollment, or for assessed needs related to attendance at such programs, may be accessible for eligible youth through regional IL Wraparound Funds as outlined in <a href="#">DCS Policy 16.53 Identifying and Accessing Interdependent Living Services</a>.</li> <li>4. ETVs may be used to assist young adults with payment for room and board. Room and Board is defined as: <ol style="list-style-type: none"> <li>a) <u>Room</u>: an apartment occupied by the youth, residing with a Resource Parent, residing in a college dorm or sorority house, an independent living residence, group home or other eligible independent living facility.</li> <li>b) <u>Board</u>: meals, utilities, transportation and clothing, necessary to attain self-sufficiency and promote interdependence.</li> <li>c) Young adults who are first year students and are attending a four-year university program shall be required to live in campus-sponsored housing. Others shall be required to live in campus sponsored housing if available. Exceptions shall require review by the Director of IL or designee, and a written justification.</li> </ol> </li> </ol> |
| <b>C. Application Procedures for ETVs and/or State Funded Scholarships</b> | <ol style="list-style-type: none"> <li>1. Applications for ETV's and State Funded Scholarships are accepted at the beginning of each academic year, and for subsequent semesters or terms of enrollment. Applications for technical programs, others that may have variable enrollment periods, or for students starting an academic program at the second semester or during a summer semester shall be reviewed on a</li> </ol>   |

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|  | <p>case-by-case basis.</p> <p>2. <u>All</u> youth or young adults who wish to apply for these funds must meet eligibility criteria as outlined in <a href="#">DCS Policy 16.52, Eligibility for Interdependent Living and Voluntary Post-Custody Services</a>, and shall:</p> <p>a) Complete an application, <b>form, CS-0599, Application for Post Secondary Funding</b>,</p> <p>b) Complete and sign three (3) copies of <b>form CS-0668 Authorization for Release of Information</b> that will enable the FSW, IL Program Specialist and/or the Scholarship Coordinator to obtain financial information from the school's financial aid office as well as schedules, attendance records and grades. This will enable the amount of the grant award to be determined and also provide some oversight and support to the youth or young adult during transition and adjustment to the post-secondary educational experience.</p> <p>3. In addition to the forms listed above, the following must be included with initial applications:</p> <p>a) Acceptance letter from the post-secondary educational or vocational training program</p> <p>b) Copy of a High School Diploma or GED</p> <p>c) Copy of ACT or SAT scores, if applying to a program that requires them</p> <p>d) Copy of the FAFSA Student Aid Report applicable to the financial aid year</p> <p>e) A written statement from the young adult requesting funding.</p> <p>4. Returning students shall include the following with each application:</p> <p>a) Copy of the FAFSA Student Aid Report applicable to the financial aid year</p> <p>b) Grade or progress report for the previous semester or term</p> <p>6. Any application that does not have completed information regarding financial resources and need shall be held until the additional information is obtained. No award letter can be sent to the educational program until this information is complete.</p> <p>7. Youth or young adults who achieved permanence through Subsidized Permanent Guardianship shall submit the applicable verification in addition to the items requested in Section C of this policy.</p> <p>8. Young adults who achieved permanence through adoption shall also submit a copy of the adoption decree with the application packet, in addition to the items requested in Section C of this policy.</p> <p>9. Applications for ETVs and State Funded Scholarships, and all supporting</p> |
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|   | <p>documents, shall be submitted to the Scholarship Coordinator <u>no later than July 15th</u> of the calendar year the youth plans to attend school.</p> <p>10. Subsequent applications must be submitted as follows:</p> <ul style="list-style-type: none"> <li>a) Application deadline for spring semester is November 15.</li> <li>b) Application deadline for summer school is April 15.</li> <li>c) At least forty-five (45) calendar days before the applicable term begins for vocational or technical programs that have variable start dates.</li> <li>d) In special circumstances, applications may be accepted at a later date at the discretion of the Director of Interdependent Living. The circumstances related to late application shall be explained in the designated area of the application.</li> </ul> <p>11. <b>Interdependent Living Program Specialists</b> may assist DCS custodial youth, or young adults receiving DCS Voluntary Post-Custody Services, with the application process. However, it is ultimately the responsibility of the applicant to ensure that the application is completed in its entirety, includes all applicable signatures and additional items, and is submitted by the applicable deadline.</p> |
| <b>D. ETV and State Funded Scholarship Award Procedures</b> | <p>1. Once the <b>DCS Scholarship Administrator</b> receives the application and all necessary verifications outlined in section C of this policy:</p> <ul style="list-style-type: none"> <li>a) A letter that contains the award amounts and billing instructions shall be sent to the post-secondary institution, and a copy sent to the student and if applicable, the FSW.</li> <li>b) The post secondary program shall work with the DCS Scholarship Coordinator to establish the final grant award</li> <li>c) The bills (invoices) shall be sent directly to the <b>DCS Office of Interdependent Living</b>.</li> <li>d) The Director of IL shall review and approve all invoices, and the DCS Scholarship Coordinator shall process the invoices to ensure payment to the educational program.</li> </ul>   |
| <b>E. Monitoring ETVs and State Funded Scholarships</b>     | <p>1. The DCS Scholarship Administrator is responsible for reviewing the ETV and State Funded Scholarship applications, processing payments, and monitoring the initial and on-going eligibility of scholarship applicants.</p> <p>2. The DCS Scholarship Administrator shall monitor the initial and on-going</p>  |

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|                              | <p>eligibility of scholarship applicants, with assistance from Interdependent Living Program Specialists and assigned FSWs (when applicable).</p> <p>3. The DCS Scholarship Administrator shall maintain a file for each ETV and/or State Funded Scholarship applicant that contains, as a minimum, the items required for application and on-going verification of eligibility as stated in this policy (<b>ETV and State Funded Scholarship File Index</b>).</p> |
| <b>Forms:</b>                | <p><a href="#"><u>CS-0599 Application for Post Secondary Funding</u></a></p> <p><a href="#"><u>CS-0668 Authorization for Release of Information</u></a></p>  |
| <b>Collateral documents:</b> | <p><a href="#"><u>ETV and State Funded Scholarship File Index</u></a></p>  |